Assessment Strategy and Qualification Requirements for:

SCQF Assessor and Internal Verifier Qualifications

and

SVQs in Learning and Development

Version: August 2012

Contents

Introduction

The first part of this document contains the Assessment Strategy for the 2010 Level 3 and level 4 SVQs in Learning and Development, and the Units that make them up, and the LLUK Unit L&D12 in whatever qualifications it may be used.

The second part summarises the qualification requirements for those assessing and internally verifying SCQF Assessor and Internal Verifier qualifications/Units.

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Assessment Strategy for:
SVQ Level 3 in Learning and Development;
SVQ Level 4 in Learning and Development;
LLUK Unit L&D12 - Externally Monitor and Maintain the Quality of Workplace Assessment

Scope of this Assessment Strategy
This assessment strategy applies to the 2010 Level 3 and Level 4 SVQs in Learning and Development and the Units that make them up in whatever other qualifications they are used. This assessment strategy also applies to LLUK Unit L&D12 Externally Monitor and Maintain the Quality of Workplace Assessment in whatever qualifications it may be used.

The SVQ Units for Learning and Development
All of the Units that make up the SVQs for Learning and Development are based on the Learning and Development National Occupational Standards that were approved in February 2010 and the National Occupational Standards for Management and Leadership approved in 2008.

For the purposes of assessing workplace competence, Learning and Development Standard 9: Assess Learner Achievement has been contextualised to create two separate SVQ Units:
- Unit L&D9D Assess workplace competence using direct methods
- Unit L&D9DI Assess workplace competence using direct and indirect methods

Unit L&D9D Assess workplace competence using direct methods
This Unit must cover direct assessment methods including:
- observation
- related questioning
- inspecting work products (created at the time of the observation)

Unit L&D9DI Assess workplace competence using direct and indirect methods
This Unit must cover direct assessment methods including:
- observation
- related questioning
- inspecting work products (created at the time of the observation)

and must also cover indirect assessment methods including:
- examination of work products (created at the time of observation and not created at the time of observation)
- discussing with candidates
- testimony of others (witnesses)
- examining candidate statements
- assessing candidates in simulated environments
- Accreditation of Prior Learning or Achievement (APL or APA)

For each Unit, an appropriate range of methods will allow a trainee assessor to meet the requirements of the standards.

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For the purposes of evaluating and improving Learning and Development, Learning and Development Standard 13 has been contextualised to create a new Unit for the level 3 SVQ:

- Unit L&D13S Evaluate and improve learning and development sessions

For the purposes of evaluating and improving Learning and Development, Learning and Development Standard 13 has been contextualised to create a new Unit for the level 4 SVQ:

- Unit L&D13P Evaluate and improve learning and development programmes

Quality Assurance

Centres offering these qualifications must provide internal quality assurance to ensure assessment meets all Awarding Body requirements and is standardised across individual assessors, assessment locations and learners. In addition, the Awarding Body must ensure there is a robust system of external quality assurance to ensure quality and standardisation across centres.

Awarding Bodies should apply appropriate risk rating measures to individual assessment centres and ensure that robust quality assurance systems are in place to manage these risks on an individual basis.

Workplace Evidence and Simulation

All performance evidence must come from real workplace practice in Learning and Development, Assessment and Verification. The use of simulation is not allowed for these qualifications.

Requirements for Assessors

All those who assess these qualifications or Units must:

- have up-to-date working knowledge and experience of best practice in the relevant area of practice

- hold or be working towards one of the following:

  o L&D9DI Assess workplace competence using direct and indirect methods

  o A1 Assess candidate performance using a range of methods

  o any appropriate QCF qualifications and/or Units as recognised by SQA accreditation

- or hold D32 Assess candidate performance and D33 Assess candidate using differing sources of evidence

If they are assessing L&D9D, L&D9DI, L&D11 or L&D12, they must hold one of the assessor qualifications specified above, not just be working towards it.

All assessors must show current evidence of continuing professional development in the relevant area of practice by demonstrating they continue to meet the standard set out in L&D10 Reflect on, develop and maintain own skills and practice in learning and development.

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Requirements for internal verification
All those who internally verify these qualifications or Units must:

- have up-to-date working knowledge and experience of best practice in the relevant area of practice

- hold one of the following:

    o L&D9DI Assess workplace competence using direct and indirect methods

    o A1 Assess candidate performance using a range of methods

    o any appropriate QCF qualifications and/or Units as recognised by SQA accreditation

    o D32 Assess candidate performance and D33 Assess candidate using differing sources of evidence

They must either hold or be working towards one of the following internal quality assurance qualifications:

    o L&D11 Internally monitor and maintain the quality of workplace assessment

    o V1 Conduct internal quality assurance of the assessment process

- or hold D34 Internally verify the assessment process

If they are internally verifying L&D9D, L&D9DI, L&D11 or L&D12, they must hold one of the specified internal verifier qualifications, not just be working towards it.

All internal verifiers must show current evidence of continuing professional development in the relevant area of practice by demonstrating they continue to meet the standard set out in L&D10 Reflect on, develop and maintain own skills and practice in learning and development.

Requirements for external verification
All those who externally verify these qualifications or Units must:

- have up-to-date working knowledge and experience of best practice in the relevant area of practice

- hold one of the following:

    o L&D9DI Assess workplace competence using direct and indirect methods

    o A1 Assess candidate performance using a range of methods

    o any appropriate QCF qualifications and/or Units as recognised by SQA accreditation

    o D32 Assess candidate performance and D33 Assess candidate using differing sources of evidence

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They must hold one of the following internal quality assurance qualifications:

- L&D11 Internally monitor and maintain the quality of workplace assessment

- V1 Conduct internal quality assurance of the assessment process

- any appropriate QCF qualifications and/or Units as recognised by SQA accreditation

- D34 Internally verify the assessment process

They must hold or be working towards one of the following external quality assurance qualifications:

- L&D12 Externally monitor and maintain the quality of workplace assessment

- V2 Conduct external quality assurance of the assessment process

- any appropriate QCF qualifications and/or Units as recognised by SQA accreditation

- D35 Externally verify the assessment process

If they are externally verifying L&D9D, L&D9DI, L&D11 or L&D12, they must hold one of the specified external verifier qualifications, not just be working towards it.

All external verifiers must show current evidence of continuing professional development in the relevant area of practice by demonstrating they continue to meet the standard set out in L&D10 Reflect on, develop and maintain own skills and practice in learning and development.

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Qualification requirements for Assessors of the SVQ Assessor and Internal Verifier qualifications

If you are assessing the following qualifications/Units: ➡️	**L&D9DI Assess workplace competence using direct and indirect methods** **L&D9D Assess workplace competence using direct methods**
You must already hold the following qualifications: ➡️ ***Please also refer to the full Assessment Strategy (above) which covers all assessor requirements***	L&D9DI Assess workplace competence using direct and indirect methods *or* A1 Assess candidate performance using a range of methods *or* D32 Assess candidate performance and D33 Assess candidate using differing sources of evidence *or* any appropriate QCF assessor qualifications and/or Units as recognised by SQA

If you are assessing the following qualification/Unit: ➡️	**L&D11 Internally monitor and maintain the quality of assessment**
You must already hold the following qualifications: ➡️ ***Please also refer to the full Assessment Strategy (above) which covers all assessor requirements***	L&D9DI Assess workplace competence using direct and indirect methods *or* A1 Assess candidate performance using a range of methods *or* D32 Assess candidate performance and D33 Assess candidate using differing sources of evidence *or* any appropriate QCF assessor qualifications and/or Units as recognised by SQA **AND** L&D11 Internally monitor and maintain the quality of assessment *or* V1 Conduct internal quality assurance of the assessment process *or* D34 Internally verify the assessment process *or* any appropriate QCF internal verifier qualifications and/or Units as recognised by SQA

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Qualification requirements for Internal Verifiers of the SCQF Assessor and Internal Verifier qualifications

If you are internally verifying the following qualifications/Units: ➔	**L&D9DI Assess workplace competence using direct and indirect methods** **L&D9D Assess workplace competence using direct methods** **L&D11 Internally monitor and maintain the quality of assessment**
You must already hold the following qualifications: ➔ *Please also refer to the full Assessment Strategy (above) which covers all assessor requirements*	L&D9DI Assess workplace competence using direct and indirect methods *or* A1 Assess candidate performance using a range of methods *or* D32 Assess candidate performance and D33 Assess candidate using differing sources of evidence *or* any appropriate QCF assessor qualifications and/or Units as recognised by SQA **AND** L&D11 Internally monitor and maintain the quality of assessment *or* V1 Conduct internal quality assurance of the assessment process *or* D34 Internally verify the assessment process *or* any appropriate QCF internal verifier qualifications and/or Units as recognised by SQA

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